

National Archives and Records Administration



Washington National Records Center
4205 Suitland Road
Suitland, MD 20746-8001

INSTRUCTIONS FOR REVIEWING COURT RECORDS AND OBTAINING COPIES FROM THE WASHINGTON NATIONAL RECORDS CENTER

The Washington National Records Center (WNRC) stores over three million boxes of inactive records for Federal agencies in the Washington Metropolitan Area. The closed case records of the U.S. District Court for the District of Columbia are available for public research. We have a courtesy agreement with the courts to provide on-site reference service to the public, in lieu of mailing files back to the courts, to reduce delays in public access.

To review and/or copy court records at the WNRC, please follow the checklist below:

STEP 1

Obtain the following information from the court where the needed cases were filed and closed. You must request this information for all of the records you need to review or copy. Without ALL of the information below, WNRC cannot locate the record(s).

ACCESSION NUMBER _____
BOX NUMBER _____
LOCATION NUMBER _____
CASE FILE NUMBER _____
CASE FILE NAME _____

STEP 2

Telephone WNRC staff at (301) 778-1520. Provide the following information:

- A. Information obtained in STEP 1 above
- B. Your name and daytime telephone number
- C. The date and time you want to review the case(s)

WNRC needs **24 hours advance** notice to schedule a review. The research room is open Monday through Friday between 8:00 a.m. to 4:00 p.m. It is closed on Saturday, Sunday and Federal

Holidays. WNRC cannot make records available before your appointment date and time.

STEP 3

You may confirm that the case(s) were located and are available for review by calling WNRC at (301) 778-1520 on the day the review is scheduled. After 3 days, the records will be returned to refile. To review the records after they are returned to refile, you must repeat STEP 2.

STEP 4

On your appointed date, report to Room 116 at WNRC which is located at 4205 Suitland Road, Suitland, Maryland on the Suitland Federal Complex grounds. You will need a photo ID to enter the complex and the building. All copies are fifteen cents a copy. **The research room cannot make change.** If you intend to make photocopies using the debit card machine, you need one-dollar bill in order to purchase a debit card. This copier operates by inserting the debit card into the machine beside the copier. The debit card machine accepts one dollar, five-dollar, ten-dollar and twenty dollar bills. It does not accept coins. Change cannot be given if there is money left on the debit card. On the self-serve copier, you make your copies first then you pay for them. On this copier, you can pay by cash, check and/or credit card. WNRC can certify copies of records made in the research room at a cost of \$6.00 per certification. Records cannot be certified after they are removed from the research room.

DIRECTIONS FROM THE CAPITAL BELTWAY

Exit at Pennsylvania Avenue (WEST) and follow Penn. Ave. westbound to the stop light at Silver Hill Road. Turn left onto Silver Hill Road. Proceed to the intersection of Suitland Road and Silver Hill Road. Turn right onto Suitland Road. Drive approximately one (1) mile. Make a left at the second entrance on the left after you go through the traffic light. You will have to show the guards your photo ID. The Washington National Records Center is the first building on the right.

DIRECTIONS FROM THE DISTRICT

Take Pennsylvania Avenue (EAST) to Southern Avenue at the District line. Turn right onto Southern Avenue. Follow Southern Avenue to Suitland Road. Turn left onto Suitland Road. Follow Suitland Road and the entrance to the WNRC is the first right immediately after the Washington National Cemetery. You will have to show the guards your photo ID. The Washington National Records Center is the first building on the right.

PARKING is free in the visitor parking spaces, which are clearly marked on the left-hand side of the building. You must provide your vehicle license tag number on the sign-in register in the front lobby.

MAIL SERVICE

A copy of an entire case(s) can be obtained without visiting the WNRC. To obtain a copy of a case you must complete STEP 1. In STEP 2, you must identify that you need the entire case copied and mailed. You must pay for the copies in advance. This copying service costs \$35.00 if you want the

entire case copied, \$35.00 if you want specific documents copied and \$10.00 if you want the discharge, voluntary petition, summary of debts and property, and creditors holding unsecured non-priority claims.

ALAN KRAMER
Director